

MEMORANDUM State of Alaska

**Department of Transportation & Public Facilities
Alaska Marine Highway System**

TO: SEE DISTRIBUTION

DATE: March 2, 2021

TELEPHONE NO: 907 228 7252

FAX NUMBER:

FROM: Captain Anthony Karvelas
Operations Manager, AMHS

SUBJECT: COVID TESTING
REIMBURSEMENTS

The purpose of the memorandum is to set expectations for using AMHS COVID testing contractors and AMHS provided take home test kits. Although there is now company provided testing at no cost to the employee, AMHS still is receiving requests for reimbursement for tests the employee paid for through non-contracted sources.

AMHS has invested much time and money into setting up testing options for employees to utilize. It is expected that crew will utilize either TSS (The Safety Specialists) located in Juneau or Ketchikan if the employee resides in either community. For all other areas, AMHS has provided take home test kits that are kept in stock aboard the vessels and at Passenger Services. The employee should request a test kit from the Purser or from Passenger Services prior to leaving the vessel so it will be available for the next assignment.

Crewmembers should be aware that any testing outside of employer provided sources may not be reimbursed in the future. However, if an employee is unable to test as described above due to extenuating circumstances, the employer will reimburse the portion that is not covered under the employee's insurance plan. The employee must contact Denise Pooler to obtain prior approval to use outside testing sources. In order to seek reimbursement for approved testing from outside sources, an explanation of benefits (EOB) must be provided along with the Non-Travel reimbursement request form. Tests without prior approval and supporting EOB may not be reimbursed.

DISTRIBUTION:
All Vessel Employees

Attachment: None

cc: AMHS General Manager
 AMHS Business Development Manager
 AMHS Marine Engineering Manager
 AMHS Port Captains

AMHS Passenger Services Manager
AMHS Passenger Services Inspector
AMHS Dispatch
DOT Human Resource Manager
Marine Unions